



# **CIVILIAN PERSONNEL CAREER MANAGEMENT**

September  
2000

ARMY CIVILIAN TRAINING, EDUCATION, AND  
DEVELOPMENT SYSTEM (ACTEDS) PLAN

**ADDENDUM E**  
TO THE REGISTERED NURSE ACTEDS PLAN

## **OPERATING ROOM NURSE**

**ACTEDS PLAN**

CORNERSTONE OF CONCERNED HEALTH CARE

## **ADDENDUM E**

### **ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

#### **OPERATING ROOM NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)**

**Introduction.** This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Operating Room (OR) nurse portion of the plan and must be used in conjunction with the basic RN ACTEDS Plan. This addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the OR nursing community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this addendum is a part.

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## **ADDENDUM E**

### **ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN**

#### **OPERATING ROOM NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)**

##### **1. OBJECTIVES.**

a. To provide a proactive career development program for OR nurses from entry level to senior level positions throughout their careers.

b. To provide a career path of technical and professional training that will increase the knowledge base, maximize productivity and efficiency, and minimize costs.

c. To provide a means for goal formulation and measurement of performance for OR nurse leaders.

d. To aid in the recruitment and retention of motivated individuals in the Department of the Army (DA) healthcare delivery system for OR nurse positions.

**2. STRUCTURE.** This plan applies to all Army civilian RN employees working in the field of OR nursing, regardless of the level at which they were hired and the organization or agency to which they are assigned or attached.

**3. KEY POSITIONS.** Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any OR nurse can be assigned. There is no one Key Position in OR nursing; rather positions are established according to the responsibilities assigned at each installation or agency.

**4. RESPONSIBILITIES.** Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS Plan.

**5. CAREER PATH.** (Appendix A) The career path for OR nurses represents progression in OR nursing normally beginning at the entry level and continuing through the advanced level. Descriptive levels are as follows:

**a. Entry Level.** The entry level (GS-09) is defined as a RN with a minimum of 1 year of adult care experience.

**b. Intermediate Level.** Staff nurse positions (GS-10/11/12) represent full performance personnel and technical leaders of lower graded personnel. Supervisory (GS-12) positions are designed to broaden an individual's technical knowledge and to begin developing managerial and administrative abilities.

**c. Advanced Level.** Advanced positions (GS-13/14) place emphasis on strategic planning and administrative/managerial responsibilities. All advanced OR nurses are recognized as subject matter experts (SMEs). They make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the OR nursing community. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified. Training will be on topics that are emerging issues in the specialized aspects of the OR nurse as well as seminars and conferences where these position topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

**6. COMPETENCIES.** (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies (the knowledge, skills, and abilities (KSAs)) at Appendix B.

**7. MASTER TRAINING PLAN (MTP).** (Appendix C)

**a. Universal Training.** Employees enter the OR nurse occupational series with varying degrees of preparation, capability, and potential for growth. For this reason, training identified in the master Training Plan Matrix at Appendix C should be based on what formal training and/or on-the-job training (OJT) the individual brings to the job in comparison with that required for advancement as outlined in this addendum. Broad-banded training shown in the MTP is identified as those courses and OJT that cover a spectrum of grade levels. This training may be completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

b. Self-development. In addition to the mandated training outlined in the MTP, OR nurses at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations or self-development activities as defined in the basic RN ACTEDS Plan.

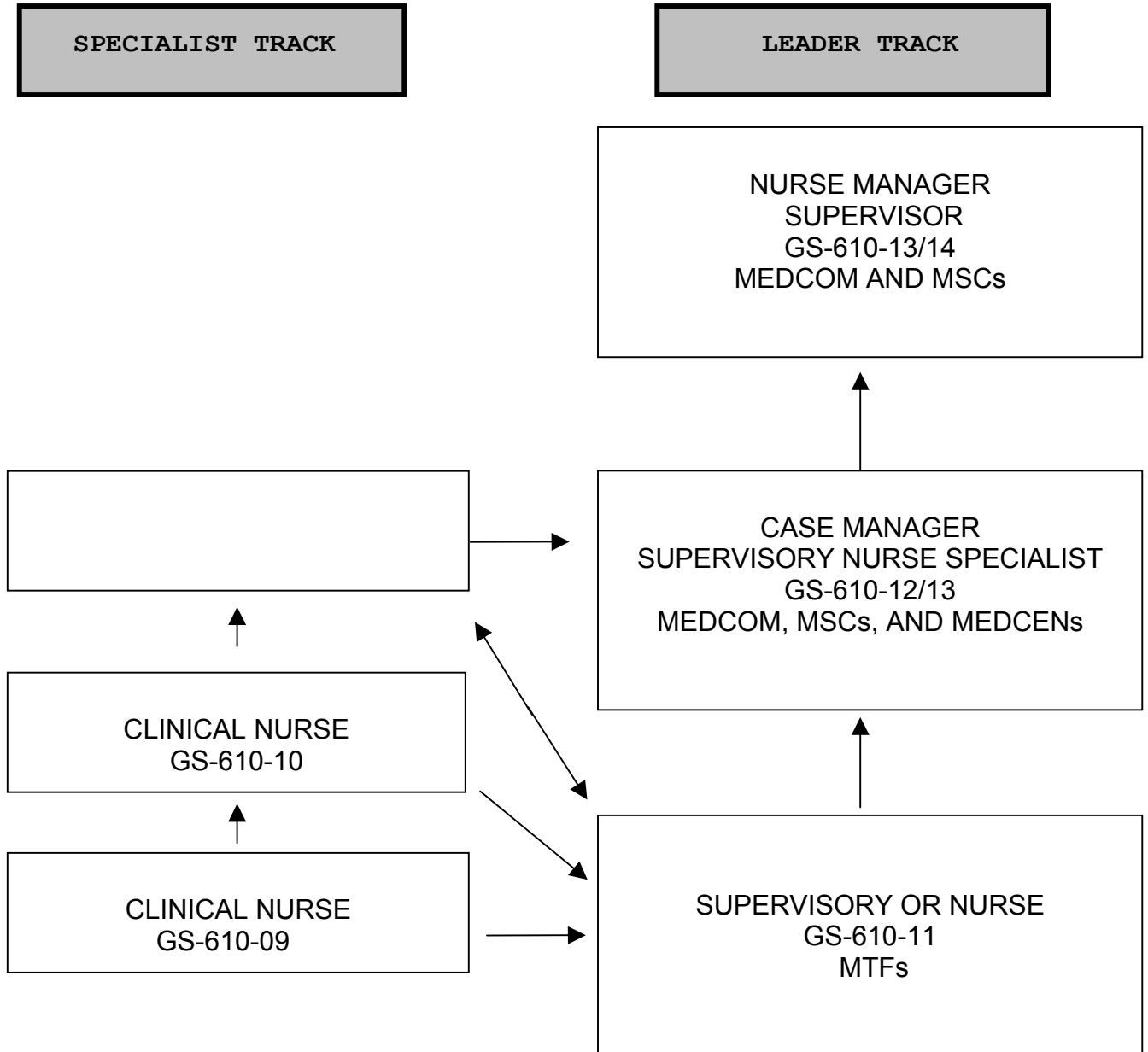
c. Competitive Training. Competitive training includes Army-wide competitive programs (such as the senior service colleges and the Sustaining Base Leadership and Management Program) which are centrally funded by HQDA. It also includes fellowship programs, developmental assignments, and training-with-industry which may be funded by installations, MACOMs, or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

**8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY.** Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.



APPENDIX A

OPERATING ROOM NURSE  
CAREER PATH CHART



## **APPENDIX B**

### **COMPETENCIES FOR OPERATING ROOM NURSE**

1. **NURSING** - Knowledge and ability to establish and evaluate quality improvement indicators/risk management and skill in responding with immediate corrective action in order to ensure compliance and enhance patient care.
2. **NURSING** - Skill in providing specialized perioperative care to adults and pediatric patients undergoing surgical procedures ranging from minor routine procedures to trauma in order to provide the full range of nursing services to patients at all times when in the OR environment.
3. **NURSING** - Skill in assessing patient's physiological, psychosocial status to formulate a nursing care plan
4. **NURSING** - Ability to develop a nursing care plan that prescribes nursing actions to achieve patient goals.
5. **NURSING** - Ability to prepare for potential emergencies in order to expedite emergency treatment.
6. **NURSING** - Knowledge of aseptic techniques in order to create and maintain a sterile field.
7. **NURSING** - Skill in monitoring and controlling the surgical suite environment to provide safe, sanitary, climatically controlled conditions.
8. **NURSING** - Knowledge of and skill in following established policies/procedures for all types of surgical counts (instruments, sponge, sharps, etc.) in order to accurately account for all supplies and equipment.
9. **NURSING** - Ability to provide specialized care to patients undergoing Cardiothoracic, General Surgery, Peripheral Vascular, Genitourinal, Orthopedics, Neurosurgical, Ophthalmology, Gynecological, ENT, Oralmaxillofacial, or Plastic surgery procedures in order to provide appropriate nursing care.
10. **NURSING** - Skill in circulating and/or scrubbing for all specialty surgical cases, if required, in order to provide the full range of OR nursing care services.
11. **NURSING** - Knowledge of laser safety to protect patient as well as OR staff.



12. **NURSING** - Skill in the operation of various laser equipment (CO<sub>2</sub>, KTP, Argon, etc.) in order to ensure safe operation of specific equipment.
13. **NURSING** - Knowledge of surgical specialty endoscopic procedures in order to assist surgeons during surgery.
14. **NURSING** - Skill in the operation of various endoscopic equipment and surgical supplies in order to assist surgeons during surgery.
15. **NURSING** - Knowledge of potentially lethal and specialty drugs sufficient to recognize action, expected side effects and adverse reactions, and to take corrective action.
16. **NURSING** - Skill in administering drugs and solutions as prescribed in order to ensure accurate dosage and assess intended results.
17. **NURSING** - Knowledge of normal and abnormal response to spinal, general, and local anesthetics in order to determine normal action and corrective interventions.
18. **NURSING** - Ability to monitor the physiological status of the patient during surgery in order to alert the surgeon to possible complications.
19. **NURSING** - Knowledge of nursing actions required for patients having invasive monitoring lines and tubes for administering medications, maintaining fluid flow, and regulating oxygen in order to monitor the patient physiologically during surgery.
20. **NURSING** - Knowledge of pathophysiological conditions associated with a variety of complex medical and/or surgical disorders and other related health problems in order to recognize normal or abnormal changes.
21. **NURSING** - Knowledge of normal changes associated with aging and health considerations when dealing with infants, young children, and the elderly in order to recognize abnormal changes.
22. **NURSING** - Skill in making assessments applicable to the nursing care and management of critically ill patients in order to design model nursing care plans for multi-system problems of the critically ill.
23. **NURSING** - Knowledge of infection control, its policies, and precautions in order to ensure compliance.

24. **NURSING** - Skill in evaluating environmental exposure in order to plan specific care accordingly in compliance with the Infection Control Policy.
25. **NURSING** - Knowledge of radiation safety in order to monitor safe utilization.
26. **NURSING** - Ability to protect self and others while using portable X-ray, continuous fluoroscopy equipment, ultraviolet radiation, and radiation implants in order to ensure safe operation.
27. **NURSING** - Knowledge of environmental safety factors in the operating room in order to maintain optimum surgical conditions.
28. **NURSING** - Ability to maintain a safe surgical environment in order to prevent disruptions or accidents in the OR.
29. **NURSING** - Skill in specialty nursing required for high acuity and trauma patients and knowledge of life support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, post-operative bleeding, etc.
30. **NURSING** - Knowledge of sterilization and disinfection guidelines for supplies and equipment to ensure compliance and maintain aseptic conditions.
31. **NURSING** - Skill in disinfection and sterilization of surgical supplies and instrumentation using washer-sterilizers, steam autoclaves, and steris machines to ensure compliance and maintain aseptic conditions.
32. **NURSING** - Knowledge of nursing actions required for the safe surgical positioning practices for all surgical procedures in order to avoid blocks, which depend on type of surgery, size, weight, age of patient, etc.
33. **NURSING** - Knowledge of specific nursing actions required for the appropriate handling and disposition of all specimens in order to ensure proper disposition (pathology, disposal, etc.)
34. **MANAGEMENT** - Knowledge of personnel practices and procedures and of the hospital, unit, and individual medical services policies sufficient to execute responsibilities.
35. **MANAGEMENT** - Ability to serve as Charge Nurse in absence of Head Nurse, overseeing 4-35 personnel in order to ensure continuity of operations.

36. **MANAGEMENT** - Ability to serve as Floor Coordinator and Shift Leader, responsible for entire operative suite, assignment of personnel, surgery changes for the day, and the preparation of the surgical schedule in order to effectively supervise OR operations.

37. **MANAGEMENT** - Knowledge of scientific aseptic principles and practices, and legal, ethical, and surgical principles and practices for perioperative nursing and professional nursing theories in order to protect the rights of the nurse, the worker, and the employer by practicing in compliance with established ethical concepts and legal guidelines.

38. **MANAGEMENT** - Ability to analyze the surgical environment and establish objectives and guidelines to develop nursing care plans and protocols in order to provide specialized nursing care to surgical patients.

39. **MANAGEMENT** - Ability to establish collaboration with other healthcare professionals such as Surgical Clinics, PAD, PPU, APU, PACU, ICU, and inpatient nursing units; Radiology, Pathology, Pharmacy, Logistics, etc., in order to promote integrated continuous care.

40. **MANAGEMENT** - Knowledge of computer information systems and skill in interfacing with the Internet, using different software (Microsoft Word, Excel, PowerPoint, Access, etc.) in order to plan lectures, access e-mail, use PYXIS, and order Capital Expense Equipment.

41. **MANAGEMENT** - Ability to serve as coordinator for 1-2 surgical specialties, advising, and providing consultation to Chief, Operating Room Nursing Section, Head Nurse of the operating room, inexperienced perioperative nurses, and other health care providers in order to promote the best outcomes for the health of the patient.

42. **RESEARCH** - Ability to solve a foreseeable problem by performing personal research and developing nursing protocols to establish guidelines.

43. **EDUCATION** - Ability to maintain current knowledge regarding new surgical technology in order to maintain competence and certification by attending continuing education programs.

44. **EDUCATION** - Knowledge of nursing education to serve as preceptor/instructor for newly assigned nurses, newly assigned surgical technicians, nursing students from local colleges, reservists, etc., in order to provide relevant information and enhance role performance.



45. **EDUCATION** - Ability to develop lesson plans and present continuing education classes for staff members and postgraduate OR nurse students in order to contribute to the professional growth of others.

46. **COMMUNICATION** - Skill to interact with patients and family members in order to provide reassurance, support, and comfort.

**APPENDIX C**  
**MASTER TRAINING PLAN MATRIX FOR OPERATING ROOM NURSE**

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APP A)	COURSE NUMBER
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Perioperative Nursing Course	FC	16 WEEKS	U1	U1					AMEDDC&S/ University- Based	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 30, 31	1
Preceptor Development Course	FC	3.5	U3	U2	U1				Local	34, 41, 44	2
Medical-Surgical Core Curriculum	FC	2	U3	U1	U1				Local	40, 42, 43, 44	3
Charge Nurse Course	FC	13	U3	U1	U1				Local	34, 35, 36, 41	4
Advanced Cardiac Life Support (ACLS)	FC	12	U1	U1	U1	U1	U1**	U1**	Local	4, 5, 15, 16,18, 22, 29	5
Pediatric Advanced Life Support Course (PALS)	FC	16	U1	U1	U1	U1	U1**	U1**	Local	4, 5, 15, 16, 18, 22, 29	6
Occupational Safety Standards, Regulations, And Codes	FC	56				U3	U3	U3	Local	11, 24, 25, 26, 27, 28, 30	7
Bloodborne Pathogen Training	FC	VARIES	U2	U2	U1	U1			OSHA	23, 24, 29, 31	8
Basic Radiation Protection Officer Course	FC	40			U3	U2	U1	U1	OSHA	25, 26	9
Faculty Development	FC	80				U3	U3	U3	AMEDDC&S	34, 35, 36, 37, 38, 39, 40, 41, 43,45	10
Nursing Informatics	FC	Varies				U3	U3	U3	University- Based	38, 40, 42, 44, 45	11
Presentation Graphics	FC	18				U3	U3	U3	Local	40, 44, 45	12
Operating Room Nurse Certification	CC/EXAM	VARIES	U2	U1	U1	U1	U1**	U1**	Local	43, 44	13
Principles And Methods Of Nursing Research	FC	VARIES			U3	U3	U3	U3	University- Based	40, 42, 45	14

LEGEND: FC = FORMAL COURSE      U1 = UNIVERSAL PRIORITY I      C = COMPETITIVE      \* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT  
CC/OL = CORRESPONDENCE COURSE/ON-LINE      U2 = UNIVERSAL PRIORITY II      SUP = SUPERVISOR ONLY      \*\* = ANNUAL REQUIREMENT  
OJT = ON-THE-JOB TRAINING      U3 = UNIVERSAL PRIORITY III      DVP = DEVELOPMENT ASSIGNMENT      \*\*\* = BY EXCEPTION

**APPENDIX C**  
**MASTER TRAINING PLAN MATRIX FOR OPERATING ROOM NURSE**

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APP A)	COURSE NUMBER
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Critical Reading of Research Publications	CC/OL	12				U1	U1	U1	RMC NESDS	40, 42, 45	15
Pathophysiology For Advanced Practice	FC	VARIES		U3	U1	U1			University- Based	1, 2, 3, 4, 9, 18, 19, 20, 22	16
Pharmacotherapeutics For Advanced Practice	FC	VARIES	U3	U2	U1	U1			University - Based	1, 2, 3, 4, 9, 15, 16, 17, 19	17
Physical Assessment For Adults And Pediatrics	FC	36	U1	U1	U1				University- Based	1, 2, 3, 4, 9, 21	18
Nursing And Malpractice Risks: Understanding The Law	CC/FC	VARIES	U3	U3	U3	U1	U1	U1	CC/Universit y-Based	1, 2, 4, 8, 11, 13, 15, 23, 25, 26, 27, 28, 42	19
Advanced Transcultural Nursing	FC	VARIES	U3	U3	U2	U2	U2	U2	University- Based	1, 3, 4, 9, 21, 34, 36, 37, 38, 39, 46	20

LEGEND: FC = FORMAL COURSE      U1 = UNIVERSAL PRIORITY I      C = COMPETITIVE      \* = ACCORDING TO INDIVIDUAL JOB REQUIREMENT  
 CC/OL = CORRESPONDENCE COURSE/ON-LINE      U2 = UNIVERSAL PRIORITY II      SUP = SUPERVISOR ONLY      \*\* = ANNUAL REQUIREMENT  
 OJT = ON-THE-JOB TRAINING      U3 = UNIVERSAL PRIORITY III      DVP = DEVELOPMENT ASSIGNMENT      \*\*\* = BY EXCEPTION

## **APPENDIX D**

### **COURSE DESCRIPTIONS**

1. **PERIOPERATIVE NURSING COURSE.** Prepares RNs to perform nursing activities in the preoperative, intraoperative, and postoperative phases of the patient's surgical experience. (Source: AMEDDC&S/University-Based) (16 weeks)
2. **PRECEPTOR DEVELOPMENT COURSE.** Prepares experienced nursing personnel to serve as preceptors. Facilitates the transition of new nursing personnel to clinical nursing. (Source: Local) (3.5 Hours)
3. **MEDICAL-SURGICAL CORE CURRICULUM.** This program is designed to enhance the assessment skills of medical/surgical nurses in a variety of areas as well as improve their understanding of pathophysiological disease processes of patients who present to their units. (Source: VTC throughout RMC) (2 Hours/month)
4. **CHARGE NURSE COURSE.** Designed to provide the inexperienced Charge Nurse with the necessary skills so he/she can approach their role with confidence. (Source: Local) (13 Hours)
5. **ADVANCED CARDIAC LIFE SUPPORT (ACLS).** An intensive course covering the American Heart Association curriculum for Advanced Cardiac Life Support. (Source: Local) (12 Hours)
6. **PEDIATRIC ADVANCED LIFE SUPPORT (PALS) COURSE.** An intensive course covering the American Heart Association curriculum for Advanced Cardiac Life Support for the pediatric patient. (Source: Local) (16 Hours)
7. **OCCUPATIONAL SAFETY STANDARDS, REGULATIONS, AND CODES.** Provides the student with the skills to research the 29 CFR 1910 General Industry Standards and the NFPA 101 Life Safety Code. The student will be able to locate and interpret the applicable standard(s) that will provide guidance in developing and implementing corrective or control measures required to comply with federal regulations. (Source: Local) (56 Hours)
8. **BLOODBORNE PATHOGEN TRAINING.** Instructs the student in managing a program in accordance with OSHA mandated requirements in 29 CFR 1910.1030. Course content includes identifying the scope of the act, developing exposure control plans, identifying infectious materials, methods of compliance, and hepatitis B vaccinations. (Source: OSHA) (Varies)



9. **BASIC RADIATION PROTECTION OFFICER COURSE.** Designed for individuals who have been designated, with additional duty responsibilities, as the Radiation Protection Officer in an AMEDD hospital facility. This course will cover the basic health physics of both ionizing and nonionizing radiation, common pitfalls, and in-depth practical advice on developing and maintaining a radiation protection program. The course will provide a solid background in radiation protection and provide points of contact for more difficult problems. (Source: OSHA) (40 Hours)

10. **FACULTY DEVELOPMENT.** Emphasis is placed on communication skills, audio-visual support, writing lesson plans, writing objectives, and writing test items. (Source: AMEDDC&S) (80 Hours)

11. **NURSING INFORMATICS.** An overview of how computer science, information science, and nursing science are used to manage information. The focus of the course is on how nurses can use information technology with clinical practice, research, education, administration, and communication to improve the delivery of nursing care and patient health. A current health care information system is examined. Basic computer applications are explored through hands on training. (Source: University-based) (Varies)

12. **PRESENTATION GRAPHICS.** Teaches students to get started with PowerPoint, create and edit presentations, format text, and print presentations. (Source: Local) (18 Hours)

13. **OPERATING ROOM NURSE CERTIFICATION.** Completion of National Certification exam. Documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patients before, during, and after surgery. (Source: Local) (Varies)

14. **PRINCIPLES AND METHODS OF NURSING RESEARCH.** Principles and methods of nursing research applied to problem identification, research design, data collection, measurement, data analysis and reporting. Builds upon basic knowledge of the research process. (Source: University-based) (Varies)

15. **CRITICAL READING OF RESEARCH PUBLICATIONS (CRRP).** This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing

education credit. The course is available on-line at <http://www.armymedicine.army.mil/otsg/nurse/prodev.htm> (Source: RMC NESDS) (12 hours)

16. **PATHOPHYSIOLOGY FOR ADVANCED PRACTICE.** Presents an in-depth course of human pathophysiology. (Source: University-based) (Varies)

17. **PHARMACOTHERAPEUTICS FOR ADVANCED PRACTICE.** Presents an advanced course in pharmacology for advanced practitioners. (Source: University) (Varies)

18. **PHYSICAL ASSESSMENT FOR ADULTS AND PEDIATRICS.** Presents a comprehensive systems approach to develop the knowledge and skills in the latest techniques for physical assessment. (Source: University-based) (Varies)

19. **NURSING AND MALPRACTICE RISKS: UNDERSTANDING THE LAW.** Student will learn laws governing the nursing profession and liability associated with utilization management. Discusses unique liability risks in emergency and OR care. Covers legal protection through correct documentation. (Source: CC/University-based) (Varies)

20. **ADVANCED TRANSCULTURAL NURSING.** Use of transcultural models/theories to explore behaviors, feelings, and attitudes as defined by cultural norms and values. Emphasis is placed on practices and behaviors that impact health and methods that may be employed to provide culturally appropriate health care. (Source: University-based) (Varies)

## **APPENDIX E**

### **GLOSSARY**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
ACLS	Advanced Cardiac Life Support
ACTEDS	Army Civilian Training, Education, and Development System
AMEDDC&S	Army Medical Department Center & School
APU	Ambulatory Procedure Unit
DA	Department of the Army
FC	Functional Chief
FCR	Functional Chief Representative
ICU	Intensive Care Unit
KSAs	Knowledge, Skills, and Abilities
MEDCEN	Medical Center
MEDCOM	U.S. Army Medical Command
MSC	Major Subordinate Command
MTF	Medical Treatment Facility
MTP	Master Training Plan
NESDS	Nursing Education and Staff Development Service
OJT	On-the-Job Training
OR	Operating Room
OSHA	Occupational Safety and Health Administration
PACU	Post Anesthesia Care Unit
PAD	Patient Admission and Disposition
PALS	Pediatric Advanced Life Support
PPU	Post Procedure Unit
RMC	Regional Medical Command
RN	Registered Nurse
SMEs	Subject Matter Experts